

EXAMPLE #2 - FINANCIAL NARRATIVE USING OPTIONAL FORM - EXCEL

Shaded cells on this EXCEL spreadsheet calculate automatically.

Sections below numbered 1 - 8 are for reporting DCR Grant Fund Expenditures.

This form cover the reporting period beginning:		1-Jul-07		ending:		30-Sep-07	
1. PERSONNEL (Grantee Staff Salaries or Wages)							
	Individual	Position	Hourly Rate	Hours	Total		
	Joseph Franklin	Project Manager	\$ 21.50	48.00	\$	1,032.00	
	Marie Smith	Administrative Assistant	\$ 14.00	12.00	\$	168.00	
					\$	-	
					\$	-	
	Personnel Subtotal					\$	1,200.00
2. BENEFITS							
	35 % fringe benefit rate for Mr. Franklin					\$	361.20
	7.65 % fringe benefit rate for Ms. Smith					\$	12.85
						\$	-
	Benefits Subtotal					\$	374.05
3. TRAVEL							
	Mileage	240	miles @	\$ 0.33	per mile	=	\$ 78.00
	Meals					=	\$ -
	Lodging		nights @		per night	=	\$ -
	Travel Subtotal					\$	78.00
4. EQUIPMENT (Over \$5,000) - Identify equipment type/name and vendor							
						\$	-
						\$	-
	Equipment Subtotal					\$	-
5. SUPPLIES - Identify vendor and describe supplies purchased							
	Great Graphics - Two 24" h x 30" w signs for demo sites, \$500 each					\$	1,000.00
	Kinkos - Photocopies of workshop materials, and materials for mailing					\$	68.00
	U.S. Postal Service - 200 stamps @ \$0.39 / each					\$	78.00
						\$	-
	Supplies Subtotal					\$	1,146.00
6. CONTRACTUAL							
(Non-construction-contractors - e.g. consultants, contractual printing, ect.)							
	Design and survey --- J & R Consultants, preliminary site design					=	\$ 7,000.00
	Water sample analyses ---					=	\$ -
	Permitting costs ---					=	\$ -
	Other				=	\$ -	
	Contractual Subtotal					\$	7,000.00

7.	CONSTRUCTION (Contractors and materials)						
	Construction Personnel						
	Individual	Position	Hourly Rate	Hours	Total		
					\$	-	
					\$	-	
					\$	-	
					\$	-	
	Materials (i.e. rock fill, pipes, geotextiles, valves and fittings, water-level control structures, trees, plants, etc.) - Identify supplies/vendor, items, and quantity, and vendor						
						\$	-
	Fox Ridge Nursery - 30, 2-3' plants (\$7.50/each) & 50, 6-12" plants (\$4.50/each)					\$	450.00
						\$	-
						\$	-
	Other Construction Activities						
	Grubbing / clearing			=	\$	-	
	Mobilization / demobilization			=	\$	-	
	Revegetation			=	\$	-	
	Excavation and earthfill			=	\$	-	
	Other			=	\$	-	
	Construction Subtotal					\$	450.00
8.	OTHER DIRECT - Describe expenses and service provider or vendor						
	Blue Ridge Institute - preparation, facilitation, and follow-up for meeting					\$	1,500.00
	Downtown Deli - business meal for workgroup meeting, 14 persons					\$	115.50
						\$	-
						\$	-
	Other Direct Subtotal					\$	1,615.50
DCR GRANT EXPENDITURE TOTAL							
						\$	11,863.55
IN-KIND / MATCH CONTRIBUTION - Identify source and describe match							
	Chesapeake Bay Restoration Fund Grant - Two rain garden sites constructed					\$	9,000.00
	River Nonprofit - 22 volunteers for planting on August 27. Charged at \$18.04 / hour x 5 hours					\$	1,984.40
	Nelson Health Department - Technician @ \$23 / hour x 36 hours (14 sites)					\$	828.00
	Fox Ridge Nursery - Donation of herbaceous plugs and mulch					\$	300.00
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
	GRANTEE IN-KIND / MATCH TOTAL					\$	12,112.40